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AUTHOR Greenly, John M.
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ABSTRACT

This instructional manual for interpreting the Pennsylvania School Building Record is a guide for completing the annual School Building Change Report. The manual gives specific instructions for filling out the reports. It is written in five sections, each with definitions and illustrated examples of forms for the Building Change Report: (1) deactivated buildings, (2) no changes in building record, (3) changes or corrections in building data, (4) new or reactivated buildings, and (5) utilization and enrollment data. The manual contains a glossary of terms and a practical pupil capacity range determination. (MD)

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INSTRUCTIONAL MANUAL FOR SCHOOL BUILDING RECORDS

Pennsylvania Department of Education 1983

EA 016 062

INSTRUCTIONAL MANUAL FOR SCHOOL BUILDING RECORDS

John M.Greenly
Educational Statistics Associate
Division of Data Services
Bureau of Information Systems
Pennsylvania Department of Education

Commonwealth of Pennsylvania
Dick Thornburgh, *Governor*

Department of Education
Robert C. Wilburn, *Secretary*

Pennsylvania Department of Education
333 Market Street, P.O. Box 911
Harrisburg, PA 17108

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FOREWORD

This Instructional Manual should be used for interpreting the School Building Record (PDE-1522; formerly DEAS-152) and as a guide in completing the School Building Change Report (PDE-1021; formerly DEAS-152A). While the School Building Record provides written statistical data on each publicly owned school building, the purpose of the School Building Change Report is to determine the changes that have taken place in existing facilities and to gather new construction data. These changes, which are reported annually, provide the basis for updating the School Building Record.

At the beginning of each school year, you will be mailed (1) an updated School Building Record and (2) a School Building Change Report for each school building in your district. You should review these records to determine if they properly reflect the present status of your buildings. Any changes or corrections, in addition to current utilization and enrollment data, should be reported on the School Building Change Report (PDE-1021). Additional change reports (blank) are included for reporting new and reactivated buildings.

A School Building Change Report (PDE-1021) should be filed for each publicly owned school building being used by students with data current as of September 15 of the present school year.

The due date, distribution and mailing address of the School Building Change Report are listed below:

Due Date : September 25

Distribution : Mail the original copy to the Division of Data Services

Retain the carbon copy for your files

Mailing Address: Division of Data Services
Bureau of Information Systems
Pennsylvania Department of Education
333 Market Street, P.O. Box 911
Harrisburg, PA 17108

TABLE OF CONTENTS

PART		PAGE
I.	DEACTIVATED BUILDINGS	1
II.	NO CHANGES IN BUILDING RECORD	2
III.	CHANGES OR CORRECTIONS IN BUILDING DATA	2
	EXAMPLES OF RECORDING SELECTED CHANGES	3
IV.	NEW OR REACTIVATED BUILDINGS	4
	CONTROL DATA	4
	Heading	4
	Building Name and Address	4
	CONSTRUCTION DATA	5
	Year of Original Construction	5
	Year of Last Renovation or Addition	5
	Type of Construction and Service Systems	5
	GENERAL USE AND INSTRUCTIONAL ROOMS	6
	BUILDING SIZE	7
	Practical Pupil Capacity Range	7
	Site Size	7
	BUILDING RATING	7
	Satisfactory Rating	7
	Fair Rating	8
	Unsatisfactory Rating	8
	Reasons for Unsatisfactory Rating	8
V.	UTILIZATION AND ENROLLMENT DATA	9
	UTILIZATION DATA	9
	Classrooms Not in Use	9
	Classrooms Used by Other Administrative Units	9

PAGE

ENROLMENT DATA 9

Pupils in Substandard Space 9

Elementary Pupils Housed 9

Secondary Pupils Housed 10

Total Pupils Housed 10

GLOSSARY OF TERMS 11

PRACTICAL PUPIL CAPACITY RANGE DETERMINATION 16

INSTRUCTIONS

SCHOOL BUILDING CHANGE REPORT

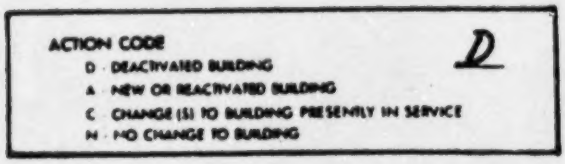
For buildings on which a record has been established, School Building Change Reports are provided with the control data (county, administrative unit name and code, building number and building name) computer printed on the top line. (If any corrections need to be made in these preprinted data, cross out the incorrect information and write the correction in the same block.)

Additional School Building Change Reports are supplied for reporting new or reactivated buildings.

A school building, relative to the Perpetual School Building Inventory, is one continuous enclosed structure that may or may not be connected with other structures by passageways. This definition includes the structure itself, together with all the supporting mechanical, electrical, life safety, environmental and other built-in systems and equipment attached to the structure. Any two or more structures connected by breezeways or covered passageways, enclosed with similar type and quality of construction as the building proper, are accounted for as one building.

All entries on the School Building Change Report may be handprinted or typed. If any items need clarification, consult the glossary of terms in this manual.

1. DEACTIVATED BUILDINGS

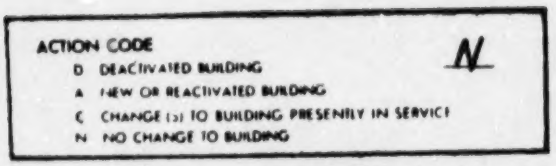

ACTION CODE
D
D - DEACTIVATED BUILDING
A - NEW OR REACTIVATED BUILDING
C - CHANGE (S) TO BUILDING PRESENTLY IN SERVICE
N - NO CHANGE TO BUILDING

If a building is no longer being used for pupil instruction or for the purpose of housing students, it should be reported as deactivated. This includes a building temporarily taken out of service for major remodeling.

To indicate that a building has been deactivated:

(1) Place action code "D" in the space provided.
(2) No other data are required.

II. NO CHANGES IN BUILDING DATA

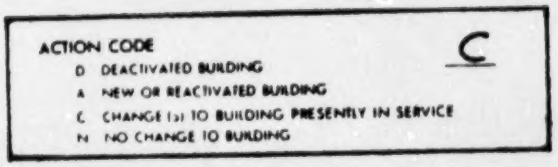

ACTION CODE
D DEACTIVATED BUILDING
A NEW OR REACTIVATED BUILDING
C CHANGE (S) TO BUILDING PRESENTLY IN SERVICE
N NO CHANGE TO BUILDING
N

If there are no changes to report for a building in service, all data fields (except Utilization and Enrollment) should remain blank.

Report a building with no changes as follows:

(1) Use action code "N."
(2) Record Utilization and Enrollment Data.
(3) Leave all other data fields blank.

III. CHANGES OR CORRECTIONS IN BUILDING DATA


ACTION CODE
D DEACTIVATED BUILDING
A NEW OR REACTIVATED BUILDING
C CHANGE (S) TO BUILDING PRESENTLY IN SERVICE
N NO CHANGE TO BUILDING
C

If any data elements (in addition to Utilization and Enrollment Data) have been changed since September 15 of the preceding school year, use action code "C" and enter only the changes plus Utilization and Enrollment data.

Generally, changes in building data are required after (1) remodeling, (2) increasing the capacity of a building as a result of construction, (3) designating instructional rooms for another use, (4) changing the rating of a building, (5) changing the name of a building and when (6) making needed corrections in previously reported data.

In brief, use the following procedure for recording changes:

(1) Use the action code "C" to indicate type processing.
(2) Enter the necessary changes or corrections.
(3) If the number of any facility is reduced to zero, record 0 0 in the spaces provided.
(4) Record Utilization and Enrollment Data.
(5) Leave all other data fields blank.

EXAMPLES OF RECORDING SELECTED CHANGES

ACTION CODE — C

- D DEACTIVATED BUILDING
- A NEW OR REACTIVATED BUILDING
- C CHANGE (S) TO BUILDING PRESENTLY IN SERVICE
- N NO CHANGE TO BUILDING

A secondary building was converted into an elementary building.

Building name was changed.

	CARD NO.	COLUMN NOS.	(ENTER CHANGES ONLY)
BUILDING NAME	1	16 35	EAST MIDWAY EL
STREET ADDRESS	1	36 55	
CITY	1	56 71	
STATE (P O)	1	72 73	
ZIP CODE	1	74 78	

CONSTRUCTION DATA	CARD NO.	COLUMN NOS.	
YEAR OF ORIGINAL CONSTRUCTION	2	16 19	
YEAR OF LAST RENOVATION OR ADDITION	2	20 23	1977
TYPE OF CONSTRUCTION	2	24 25	

01 - COMBUSTIBLE 04 - MIXED
02 - SEMI-FIRE-RESISTIVE
03 - FIRE-RESISTIVE

Building was renovated during summer of 1977.

INSTRUCTIONAL ROOMS	CARD NO.	COLUMN NOS.	
ART ROOMS	3	16 17	
MUSIC ROOMS	3	18 19	
BUSINESS EDUCATION ROOMS	3	20 21	00
SCIENCE LABS	3	22 23	00
PLANETARIUMS	3	24 25	
OBSERVATORIES	3	26 27	
EARTH AND SPACE-GEOG. LABS	3	28 29	
HOME ECONOMICS LABS	3	30 31	00
SHOPS (IND. ARTS AND VOC.)	3	32 33	
SPECIAL EDUCATION ROOMS	3	34 35	01
KINDERGARTENS	3	36 37	02
REGULAR CLASSROOMS	3	38 39	20

The two business education rooms were converted into kindergarten rooms.

The two science labs became regular classrooms (increasing the number of regular classrooms from 18 to 20).

The home economics lab was converted into a special education room.

NOTE: In recording changes, all areas should remain blank except those elements affected by the changes.

IV. NEW OR REACTIVATED BUILDINGS

ACTION CODE — A
- D DEACTIVATED BUILDING
- A NEW OR REACTIVATED BUILDING
- C CHANGE(S) TO BUILDING PRESENTLY IN SERVICE
- N NO CHANGE TO BUILDING

The term new or reactivated building refers to one being placed in operation for the first time, or a school building that was previously abandoned for remodeling, etc., and placed back into service during the past year.

When reporting a new or reactivated building, use the action code "A" and complete all data fields (including Utilization and Enrollment Data). Additional School Building Change Reports are supplied for reporting new or reactivated buildings.

CONTROL DATA

Heading. In completing the heading, enter the school year, county, administrative unit name, administrative unit code and building name.

The BUILDING NUMBER will be assigned and recorded by the Division of Education Statistics.

Building Name and Address. Entries for the building name and address are LEFT-JUSTIFIED and should begin in the left-most position. No entry should exceed the number of spaces provided. Use abbreviations when necessary.

DIVISION OF DATA SERVICES — SCHOOL BUILDIN

COUNTY	ADMINISTRATIVE UNIT NAME	ADMINISTRATIV
ADAMS	CONEWAGO VALLEY SD	1-12 -

ACTION CODE — A
- D DEACTIVATED BUILDING
- A NEW OR REACTIVATED BUILDING
- C CHANGE(S) TO BUILDING PRESENTLY IN SERVICE
- N NO CHANGE TO BUILDING

KEYPUNCH INSTRUCTIONS (for Department use only)
1) Enter the control code in columns 1-13 on all cards
2) Enter the appropriate card number in column 14 if the action code is A, C, or N
3) Enter the action code in column 15 on all cards
4) All data fields that are blank on this form should remain blank on the cards

GENERAL INSTRU
1 DUE DATE
2 Mail the origi
3 All data shoul
4 The INSTRUC
5 Use action cod
6 Use action cod
7 Use action cod
8 Use action cod

(ENTER CHANGES ONLY)

	CARD NO	COLUMN NOS	
BUILDING NAME	1	16-35	NEW OXFORD JHS
STREET ADDRESS	1	36-55	BERLIN ROAD
CITY	1	56-71	NEW OXFORD
STATE (P O)	1	72-73	PA
ZIP CODE	1	74-78	17350

CONSTRUCTION DATA	CARD NO	COLUMN NOS	
YEAR OF ORIGINAL CONSTRUCTION	2	16-19	1976
YEAR OF LAST RENOVATION OR ADDITION	2	20-23	0000

SPECIAL FACILITIES	CARD NO	COLUMN NOS	
CLASSROOMS COOLED BY A CENTRAL COOLING SYSTEM	2	46-47	14

INS

CONSTRUCTION DATA

Year of Original Construction. When recording the year of original construction for a new or reactivated building, enter the year the building was first placed in operation.

CONSTRUCTION DATA	CARD NO	COLUMN NOS	
YEAR OF ORIGINAL CONSTRUCTION	2	18-19	1 9 7 6
YEAR OF LAST RENOVATION OR ADDITION	2	20-23	0 0 0 0
TYPE OF CONSTRUCTION 01 - COMBUSTIBLE 04 - MIXED 02 - SEMI-FIRE RESISTIVE 03 - FIRE RESISTIVE	2	24-25	0 3
HEIGHT (HIGHEST PORTION OF BUILDING) 01 - ONE STORY 02 - TWO STORIES 03 - THREE OR MORE STORIES	2	26-27	0 2
PRIMARY ENERGY SOURCE FOR HEAT 01 - OIL 05 - WOOD 02 - GAS 06 - SOLAR 03 - COAL 07 - COMBINATION OF SOURCES 04 - ELECTRICITY	2	28-29	0 1
VENTILATION 01 - MECHANICAL 04 - MIXED 02 - GRAVITY 03 - WINDOW ONLY	2	30-31	0 1
WATER SUPPLY 01 - PRESSURE 02 - OTHER THAN PRESSURE (ONLY) 03 - NONE	2	32-33	0 1
TOILET FACILITIES 01 - IN FLUSH 04 - NONE 02 - IN OTHER (CHEMICAL) 05 - MIXED 03 - PRIVY	2	34-35	0 1
SEWAGE 01 - MUNICIPAL 02 - SCHOOL 03 - NONE	2	36-37	0 1
WASHING FACILITIES 01 - HOT AND COLD 02 - COLD ONLY 03 - NONE	2	38-39	0 1
SHOWERS 01 - GIRLS ONLY 03 - NONE 02 - BOYS ONLY 03 - COMMON FACILITIES 04 - SEPARATE FACILITIES FOR BOTH BOYS AND GIRLS	2	40-41	0 4

Year of Last Renovation or Addition. If the building had any significant alterations, such as remodeling or the addition of a cafeteria, gymnasium, or new classrooms, enter the year of last renovation or addition.

For a new building, enter 0 0 0 0 in the area requesting the year of last renovation or addition.

Type of Construction and Service Systems. All areas requesting information on the type of construction and service systems have their entries in the form of a code consisting of two digits. Select the code that is required to complete the data requested and enter both digits in the spaces provided. (See the examples on this page.)

GENERAL USE AND INSTRUCTIONAL ROOMS

When recording the number of general use or instructional rooms, the entry should be RIGHT-JUSTIFIED; that is, the last digit of the entry should be in the right-most position of the spaces provided. All open positions to the left must be zero-filled.

EXAMPLES: If the number of gymnasiums is 2, record the entry as 0 2.

If the number of swimming pools is zero, record the entry as 0 0.

If any item needs clarification, consult the glossary of terms.

GENERAL-USE ROOMS	CARD NO.	COLUMN NOS.	
MEDICAL SUITE	2	48-49	0 1
AUDITORIUM	2	50-51	0 1
COMBINATION AUDITORIUM	2	52-53	0 0
CAFETERIA	2	54-55	0 1
COMBINATION CAFETERIA	2	56-57	0 0
KITCHEN	2	58-59	0 0
MULTIPURPOSE ROOMS	2	60-61	0 0
GYMNASIUMS	2	62-63	0 2
LIBRARIES	2	64-65	0 1
AUDIO-LEARNING LABS	2	66-67	0 0
AUDIO-VISUAL ROOMS	2	68-69	0 0
GREENHOUSES	2	70-71	0 0
SWIMMING POOLS	2	72-73	0 0

INSTRUCTIONAL ROOMS	CARD NO.	COLUMN NOS.	
ART ROOMS	3	16-17	0 1
MUSIC ROOMS	3	18-19	0 2
BUSINESS EDUCATION ROOM	3	20-21	0 0
SCIENCE LABS	3	22-23	0 1
PLANETARIUMS	3	24-25	0 0
OBSERVATORIES	3	26-27	0 0
EARTH AND SPACE GEOG LABS	3	28-29	0 0
HOME ECONOMICS LABS	3	30-31	0 2
SHOPS (IND ARTS AND VOC.)	3	32-33	0 3
SPECIAL EDUCATION ROOMS	3	34-35	0 3
KINDERGARTENS	3	36-37	0 0
REGULAR CLASSROOMS	3	38-39	2 0
PORTABLE CLASSROOMS (Stationed on Building Site)	3	40-41	0 0

BUILDING SIZE

Practical Pupil Capacity Range. Using the room capacities included on page 16 of this booklet, determine the practical pupil capacity range for a building as it is currently used. Record both the lower and upper limits of the range.

The PDE capacity range calculation procedure makes certain assumptions about desirable and maximum class sizes at both the elementary and secondary school levels. As well, it makes a 90 percent secondary school station utilization assumption. If those assumptions are not acceptable to your district, change the figures to suit district policy.

PUPIL CAPACITY

PRACTICAL PUPIL CAPACITY RANGE

LOWER LIMIT	0480
UPPER LIMIT	0576

SITE SIZE

SITE SIZE CODE	07

01	LESS THAN ONE ACRE	
02	1	2.9 ACRES
03	2	4.9 ACRES
04	5	9.9 ACRES
05	10	14.9 ACRES
06	15	24.9 ACRES
07	25	49.9 ACRES
08	50 OR MORE ACRES	

Entries should be RIGHT-JUSTIFIED with the remaining spaces to the left zero-filled. If an elementary building has 12 regular, three kindergarten and two special education rooms, enter the lower limit of the practical pupil capacity range as 0 4 8 0. Enter the upper limit of the range as 0 5 7 6.

Site Sizes. When recording the site size, do not enter the actual number of acres, but a code representing a certain interval of acres. The actual number of acres should fall within the interval.

To record a site size of 45 acres, enter the code 0 7.

BUILDING RATING

Satisfactory Rating. A satisfactory rating indicates that the building is sufficiently satisfactory to continue in service for 20 or more years.

If a building has a satisfactory rating, enter 0 1 in the spaces provided.

Fair Rating. A fair rating indicates that the building, if rehabilitated or remodeled, could continue in service for 10 to 15 years.

If the building has a fair rating, enter 0 2 in the spaces provided.

Unsatisfactory Rating. Unsatisfactory buildings are those recommended to be abandoned as soon as possible.

To indicate that a building has an unsatisfactory rating, enter 0 3 in the spaces provided.

BUILDING RATING
CARD NO.
COLUMN NOS.
BUILDING RATING
01 - SATISFACTORY
02 - FAIR
03 - UNSATISFACTORY
16 17
0 1
REASONS FOR UNSATISFACTORY RATING
COMPLETELY OBSOLETE 4 18 19 0 0
INADEQUATE SITE 4 20 21 0 0
POORLY LOCATED 4 22 23 0 0
NON CORRECTIVE FIRE HAZARD 4 24 25 0 0
HAZARDOUS ENVIRONMENT 4 26 27 0 0
STRUCTURALLY UNSAFE 4 28 29 0 0

RATING A BUILDING SATISFACTORY

Reasons for Unsatisfactory Rating. If an unsatisfactory rating has been recorded for a building, a reason (or reasons) should be given in explanation of the unsatisfactory condition.

A reason (or reasons) can be indicated by entering 0 1 in the spaces provided. If the unsatisfactory condition is later corrected or eliminated, enter 0 0.

In areas where the reason does not apply, enter 0 0.

BUILDING RATING
CARD NO.
COLUMN NOS.
16 17
0 3
REASONS FOR UNSATISFACTORY RATING
COMPLETELY OBSOLETE 4 18 19 0 1
INADEQUATE SITE 4 20 21 0 0
POORLY LOCATED 4 22 23 0 1
NONCORRECTIVE FIRE HAZARD 4 24 25 0 0
HAZARDOUS ENVIRONMENT 4 26 27 0 0
STRUCTURALLY UNSAFE 4 28 29 0 0

RATING A BUILDING UNSATISFACTORY

V. UTILIZATION AND ENROLLMENT DATA

Both Utilization and Enrollment Data should be reported every year. Entries should be RIGHT-JUSTIFIED (written in right-most position) with unused spaces zero-filled. For example, if the number of elementary pupils housed is 475, enter 0 4 7 5.

UTILIZATION DATA

Classrooms Not in Use. Enter the number of classrooms fit for use but not being used by pupils. If all classrooms are in use, enter 0 0.

For the definition of a classroom, see the Glossary of Terms.

Classrooms Used by Other Administrative Units. Enter the number of classrooms within the building that are used by other administrative units. If not applicable, enter 0 0.

NOTE: If these rooms (used by other units) are used for pupil instruction, the number of pupils involved should be included with the enrollment data in the areas provided for reporting "Elementary Pupils Housed" and/or "Secondary Pupils Housed."

Pupils in Substandard Space. Enter the number of pupils in substandard space during the peak period of any one day; that is, the number of pupils housed in the building exceeding its normal capacity. This includes pupils crowded into classrooms or housed in basements, hallways, etc.

If not applicable, enter 0 0 0 0.

ENROLLMENT DATA

Elementary Pupils Housed, K-6. Record the number of elementary pupils housed in this building. Include regular elementary, kindergarten, elementary pupils in special education classes, and elementary

COMPLETE ALL DATA FIELDS BELOW

UTILIZATION DATA

HOW MANY INSTRUCTIONAL ROOMS (COUNTED IN OPPOSITE COLUMN) ARE NOT CURRENTLY IN USE?	0 0
HOW MANY INSTRUCTIONAL ROOMS (COUNTED IN OPPOSITE COLUMN) ARE USED BY OTHER ADM. UNITS?	0 1
HOW MANY PUPILS, COUNTED UNDER ENROLLMENT DATA BELOW, ARE HOUSED IN SUBSTANDARD SPACE?	0 0 0 0

ENROLLMENT DATA

ELEMENTARY PUPILS HOUSED, K-6 (COUNT YOUR OWN PUPILS PLUS THOSE FROM OTHER ADM. UNITS)	0 4 7 5
SECONDARY PUPILS HOUSED, 7-12 (COUNT YOUR OWN PUPILS PLUS THOSE FROM OTHER ADM. UNITS)	0 0 0 0
TOTAL PUPILS HOUSED, K-12	0 4 7 5

pupils housed in classrooms that are rented to other administrative units.

If no elementary pupils are housed in this building, enter 0 0 0 0.

Secondary Pupils Housed, 7-12. In recording the number of secondary pupils housed, include regular secondary pupils, secondary pupils in special education classes, postgraduate pupils, and secondary pupils housed in classrooms that are rented to other administrative units.

If there are no secondary students housed in this building, enter 0 0 0 0.

Total Pupils Housed, K-12. Enter the total number of elementary and secondary pupils housed in this building. (Determine this total by adding the two areas entitled "Elementary Pupils Housed" and "Secondary Pupils Housed.")

GLOSSARY OF TERMS

CONTROL DATA

Data Element - A unit of data which has intrinsic meaning. It may be a single word or number, or a group of words and numbers that must appear together in context to have meaning. The school building name, street address, zip code and number of science labs are typical examples.

Data Field - A specific number of positions assigned to contain a data element.

Deactivated Building - A building that is no longer being used for pupil instruction. This includes a building taken out of service for major remodeling.

New or Reactivated Building - A building being used for pupil instruction for the first time or a school building which was previously abandoned for remodeling, etc., and placed back in service during the past year.

TYPE OF CONSTRUCTION

Combustible Building - An all-frame building; a building with fire-resistive veneer or wood frame; or one with fire-resistive bearing walls, but otherwise of combustible construction.

Semi-Fire-Resistive Building - A building with fire-resistive exterior and bearing walls and fire-resistive corridor and stairway walls, floors and ceilings; but with ordinary construction, otherwise, such as combustible floors, partitions, roofs and finish.

Fire-Resistive Building - A building constructed entirely of fire-resistive materials; or a building with fire-resistive materials; or a building with fire-resistive walls and partitions, floors, stairways and ceilings. A building of this type may have wood finish, wood or composition floor surfaces and wood roof construction over a fire-resistive ceiling.

Mixed Construction - a building with one or more sections of one type of construction and one or more sections (as additions) of another type of construction.

HEIGHT

A building story is a group of rooms on the same floor or level, or a floor consisting of one room having clear standing head room of at least six inches and whose floor is at or above grade level along at least one entire side. "At or above grade level" means that if the horizontal plane of the floor were to be extended on the side in question, no land within 20 feet of the building would be above this plane.

PRIMARY ENERGY SOURCE FOR HEAT

The principal energy source, such as oil, gas or coal, consumed on the building premises for the purpose of supplying heat to the heating medium. (If another energy source, in addition to the primary energy source, is used for heating a major portion of the building, consider the energy source to be a "combination of sources.")

VENTILATION

Mechanical - There are two types of mechanical ventilating systems. A mechanical exhaust system uses fans to pull air from rooms to the out-of-doors. This system may exhaust the air (1) directly to the out-of-doors, (2) through a system of ducts leading to a plenum chamber and then out-of-doors, or (3) to corridors and then to the out-of-doors by means of corridor ceiling exhaust fans.

A mechanical supply system uses fan-forced unit ventilators or a central fan with ducts to force air into the rooms; such a system builds up a slight air pressure that forces air from the rooms.

Gravity - A ventilating system that uses vents or ducts leading outside the building for exhaust. The exhaust ducts may or may not have heat coils in the shaft or turbine heads on top of the vent stacks to accelerate the gravity flow.

Window - A ventilating system that uses open windows to admit fresh air and does not have definite provisions, either gravity or mechanical, for exhaust.

Mixed - Any combination of the above systems which are considered essential to the welfare of the occupants of the building.

WATER

Pressure - A water system within a building in which the supply of water is provided by a publicly owned or privately owned water system. Water supplied to the building by means of a mechanical pump, operated by electricity, gasoline, etc., from wells, springs, or other sources are included in this type of system.

Hand Pump - A mechanical device, operated manually, to lift water from the source to the building.

SEWAGE

Municipal - A sewage treatment and disposal system, publicly owned or privately owned, that serves the community at large.

School - A sewage treatment and disposal system, usually a septic tank, owned and operated by the school district to serve the school only.

SPECIAL ROOMS AND GENERAL FACILITIES

Classroom Cooled by Central Cooling System - A classroom that is cooled with a system that cools a building by using pipes or ducts leading from a single cooling unit to various parts of the building.

Medical Suites - A room or rooms designed or adapted for the use of persons in the field of physical and mental health (such as physicians, psychiatrists, nurses, dentists, dental hygienists, psychiatric social workers and therapists) in providing health services to the student body, such as inspection, treatment, weighing, etc.

Auditorium - An auditorium is an area designed and constructed with a built-in stage and sloping floor, or fixed seating for use as an assembly center.

Combination Auditorium - A dual purpose area in which an auditorium is combined with another instructional area such as an auditorium-gymnasium. A cafeteria-auditorium is not included in this type of facility.

Cafeteria - A cafeteria or lunchroom is an area specifically designed or adapted for use in preparing and/or serving meals to the student body or other groups and providing facilities for eating such meals.

Combination Cafeteria - A dual purpose area in which a cafeteria is combined with another service or instructional area such as a cafeteria-gymnasium or a cafeteria-auditorium.

Kitchen - A kitchen is an area designed or adapted specifically for use in preparing meals for the student body or other groups. Laboratory kitchens in home economics departments are not included in this type of facility.

Multipurpose Room - A multipurpose room is a room specifically designed or adapted for two or more of the combined functions that might normally be served by a separate library, separate audio-visual room, separate auditorium, separate gymnasium, or separate cafeteria, such as assemblies, physical education classes, lunch, music, clubs, audio-visual work and library services.

Gymnasium - A gymnasium is a room or rooms specifically designed or adapted for physical education activities.

Library - A school library is a room that has been specifically designed or adapted as a place for study and reading; and for the custody, circulation and administration of a collection of books, manuscripts and periodicals kept for the use of (but not for sale to) the student body.

Audio-Learning Laboratory - An audio-learning laboratory is a permanent installation consisting of, at a minimum, a teacher console with the controls necessary for program distribution and ten or more pupil positions (booths) equipped for listen-respond operations.

Audio-Visual Room - An audio-visual room is a room designed or provided with special built-in equipment for audio-visual material storage, screening and listening that is separate from the school library and does not serve as an adjunct to another room or area.

Art Room - A special classroom designed or provided with special built-in equipment for learning activities in the field of art. Storage rooms serving as adjuncts to art rooms are not counted as individual art rooms.

Music Room - A special classroom designed or provided with special build-in equipment for learning activities involving choral and instrumental music. Rooms such as robe rooms, music library rooms and instrument storage rooms are not counted as individual music rooms.

Business Education Room - A special classroom designed or provided with special built-in equipment for learning activities in the field of business education. Examples are typewriting rooms, data processing rooms and bookkeeping rooms.

Science Laboratory - A special classroom designed or provided with special built-in equipment for pupil participation in learning activities involving scientific experimentation and other experience. Examples are general science, biology, chemistry and physics laboratories. Equipment rooms and storage rooms serving as adjuncts to science laboratories are not counted as individual science laboratories.

Planetarium - An instrument capable of projecting a stellar image upon a hemispherical dome and used as an adjunct in teaching astronomy and space science.

Observatory - A separate housing that has a movable domed roof. The observatory building houses a telescope. This unit is used for direct observation of stellar bodies. The observatory is used with a telescope whereas the planetarium is an optical projection on a screen.

Earth and Space Science Lab - A science laboratory equipped with apparatus that would assist in the instruction of geology, astronomy, meteorology and physical geography.

Home Economics Laboratory - A special classroom designed or provided with special built-in equipment for learning activities involving such things as the selection, preparation, serving, conservation and storage of food; the selection, care, renovation and making of clothing; the care and guidance of children; the selection, use and conservation of home equipment; and the selection and care of the house and its furnishings. Storage rooms or other service areas opening into and serving as adjuncts are not counted as individual home economics laboratories.

Shop - A special classroom designed or provided with special built-in equipment for industrial arts and vocational or trade learning activities in such fields as mechanics, machine tools, sheet metal work, wood working, lectrical trades, radio, plumbing, masonry, aviation, printing, refrigeration, air conditioning, baking and other commercial food preparation, cosmetology and agriculture. Storage rooms or other service areas opening into and serving as adjuncts are not counted as individual shop rooms.

Special Education Room - A classroom designed or provided with special built-in equipment for accommodating classes organized for the particular purpose of providing instruction to exceptional children.

Kindergarten - A special classroom designed or provided with special built-in equipment for use by a group or class that is organized to provide educational experiences for children for the years preceding the first grade. Storage rooms or other service areas opening into and serving as adjuncts are not counted as individual kindergarten rooms.

Regular Classroom - A classroom designed or adapted in such a manner that it can be used to house any class that does not require special build-in equipment tailored to its specific needs. Storage and other service areas opening into and serving as adjuncts to a particular classroom should not be counted as individual classrooms but should be considered as part of the classroom area.

Classroom - The general term "classroom" includes regular classrooms, art rooms, music rooms, business education rooms, science laboratories, planetariums, observatories, earth and space science labs, home economics labs, shops (industrial arts and vocational), special education rooms and kindergartens.

Portable Classroom - A classroom in a building designed and constructed so that it (building) can be disassembled and transported to another location or transported to another location without disassembling.

PRACTICAL PUPIL CAPACITY RANGE DETERMINATION

ELEMENTARY SCHOOL BUILDINGS

Unit	Pupils Per Unit Lower Limit of Range	Pupils Per Unit Upper Limit of Range
Kindergarten Rooms	50	60
Special Education Rooms	15	18
Regular Classrooms (or Equivalent Open Space)	25	30

NOTE: Because special area rooms (such as Art and Music) draw their occupancy from the regular classrooms, they are not considered to have a full-time capacity.

SECONDARY AND MIDDLE SCHOOL BUILDINGS

Unit	Pupils Per Unit Lower Limit of Range	Pupils Per Unit Upper Limit of Range
Regular Classrooms	25	30
Double Classrooms	50	60
Library Classrooms	25	30
Science Classrooms	25	30
Science Demonstration Rooms	25	30
Science Laboratories	20	24
Business Classrooms	25	30
Typewriting Classrooms	30	36
Business Laboratories	20	24
Arts and Crafts	20	24
Music Classrooms	25	30
Music (Band and Chorus)	25	30
Home Ec. (per teaching sta.)	20	24
Ind. Arts (per teaching sta.)	20	24
Language Laboratories	20	24
Voc./Tech. (per teaching sta.)	20	24
Physical Edu. (per station)	33	40
Special Education Rooms	15	18
	(Total x .90)	(Total x .90)

NOTE: To provide for a utilization factor in secondary and middle school buildings, multiply the total capacities determined in both the lower and upper limits of the range by .90.